

Special Instructions: Security List

Spring 2009 MME Day 3

The security barcodes on the test booklets and accommodated formats for Day 3 are not in sequential order. Please follow these special instructions for documenting the chain of custody as you distribute Spring 2009 MME testing materials to your Room Supervisors:

Test Supervisors

1. Gather the documents labeled "Security List" that were included with secure shipments of Day 3 materials. These Security Lists contain the serial number of each test booklet followed by its accompanying package serial number, and will look similar to this:

0100005453 / SP0100005453

(The first number is the test booklet serial number; the second number is the package serial number for booklets received in packages of 10.)

2. Use the Security List to track which test booklets you are using in each of your testing rooms. Assign each test booklet to the appropriate testing room and mark the Security List accordingly.

Note: Each test booklet has a unique 10-digit serial number printed on the cover. You will see two sets of numbers on the cover. Use the number that is hyphenated. For example: 01-00-00545-3

3. In the Spring 2009 MME Administration Manual, you will find the "MME Test Booklet Count Form (Day 3)" on page 73. In Section A, you will still need to record the total number of test booklets received for your testing room, but do NOT complete anything in Sequence A or Sequence B.
4. Make a photocopy of the Security List and attach the applicable pages to the "MME Test Booklet Count Form (Day 3)" for each Room Supervisor so they know which test booklets they are assigned.

<i>Note: Security Lists are for YOUR internal use, and do NOT need to be returned to Measurement Inc. They are simply to help you know with certainty that every test booklet or accommodated material you receive is returned to Measurement Inc.</i>
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Room Supervisors

1. As you begin testing, distribute test booklets in your classroom in the same sequence as listed on the Secure List. This will assist you in recording booklet numbers on the seating diagram while the students are testing. Use your copy of the Security List to track which student receives which test booklet.
2. After testing, return the Test Booklet Count Form, the attached Security List and testing materials to your Test Supervisor.

If you have questions about these instructions, please call the OEAA at 877-560-8378.